



Wasatch County

Planning Department
55 S 500 East Heber City, UT 84032
(435) 657-3205
planning@wasatch.utah.gov

Application #:	
Zone:	
Tax ID Number:	
Date Received:	
Received By:	
Reviewed By:	
Date Completed:	

Application for Preliminary Site Plan (County)

Application Fee: \$300.00 + \$10 per lot/unit/ERU+ Costs (Costs may include legal noticing and mailing)

Note: Applicant must check off each item and provide the attached checklist with the application or it will not be processed.

Owner(s) of Record

Full Name:			Date:
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City		State	ZIP Code
Phone:		E-mail Address:	

Applicant or Authorized Representative (if other than above owner) to Whom All Correspondence Is To Be Sent

Full Name:			
Last	First	M.I.	
Address:			
Street Address		Apartment/Unit #	
City		State	ZIP Code
Phone:		E-mail Address:	

Project Information

Project Name:			
Project Location:			
Street Address		Subdivision/City	
Parcel Number(s)	Section(s)	Township(s)	Range(s)
Project Description: (Including number of lots or units, acreage and/or building square footage)			

Prior Approvals: (list any prior county approval/permits issued for the subject property)

The below checklist must be included with your application with all items checked off as complete or your application will not be processed.

Preliminary Site Plan Checklist

The following items shall be submitted with the Preliminary Application, along with any other plans or plat requirements of this Title:

- ☐ Provide a CD containing 'pdf' files of entire application;
- ☐ Show name and address of development and developer's engineer;
- ☐ 2 sets of Plans in D size sheets (24" x 36");
- ☐ 1 set of Plans in (11"x17") size sheets;
- ☐ Boundary lines of the tract of land to be subdivided shown in heavy lines;
- ☐ Vicinity Map;
- ☐ All proposed phases of the development, numbered and defined, with approximate timetable for development;
- ☐ Existing topography with a contour interval of two (2) feet;
- ☐ Grading plans illustrating cut and fill limits and limits of disturbance;
- ☐ Existing and proposed lot lines, easements, walkways, streets and rights-of-way (public and private), including widths, street names, and numbers, on subject and surrounding areas; proposed dedications of public use areas; existing and proposed curb, gutter, and sidewalk and trail system, including cross-section of trails proposed. Commercial or mixed-use areas will require sidewalks;
- ☐ Soils testing and geotechnical analysis as required by this Title;
- ☐ Existing and proposed infrastructure including all fire hydrants, water and sewer lines, storm sewer system, and all utilities, including but not limited to electricity, natural gas, telephone, and cable television;
- ☐ Proposed layout of all public and private streets, if any, including profiles (same scale as site plan) and cross-sections;
- ☐ Location and elevation drawings of existing and proposed buildings, signs, dumpster and utility enclosures, fences and other structures, renderings are to include building materials and colors.
- ☐ A landscaping plan as required in this Title illustrating evergreen/deciduous plant massing, planting materials, irrigation plans revegetation areas, limits of disturbance, etc;
- ☐ Drainage plans as per A Guide for Erosion and Sediment Control for Wasatch County, Appendix E, See Appendix 5. The Drainage Plan shall include the following:
 - ☐ Site Description;
 - ☐ Drainage Assessment;
 - ☐ Pollution Prevention Plan.
 - ☐ Development Plan;
 - ☐ Storm Water; and
- ☐ Environmental Constraints Analysis. Slopes over thirty (30) percent, flood hazard areas, fault line set-back areas, wetlands, high water table areas, landslide areas, alluvial fan, flood debris flow, or collapsible soil hazard areas, shallow ground-water areas, stream or drainage corridor set-back areas, springs, seeps or surface water areas, detention basin areas, established road and utility corridors, ridge line areas and geologic hazards;
- ☐ Parking, access and loading plan, including required bus pullouts and/or other proposed mass transit plans;
- ☐ Unit configuration footprints;
- ☐ Tabulation of projected ERUs, as described in the Plan, number of housing units by type with the number of bedrooms, parking stalls provided, building square footage, building footprint square footage, open space acreage and percentage, landscape acreage and percentage, hard surface acreage and percentage;
- ☐ View shed analysis illustrating existing and proposed views from selected vantage points;
- ☐ Any additional information that the County Planner and/or Planning Commission may reasonably require in a specific instance. Where a developer owns or controls more land than he or she wishes to develop immediately, the County requires that a overall preliminary plan of the whole area be submitted, in which case the developer shall indicate the portion to be developed immediately and the portion to be held for future development;
- ☐ Fiscal Analysis; and
- ☐ Site assessment information. All important aspects of the site are to be documented. The includes but is not limited to the following: Historic/cultural, vegetation, geologic features etc.. If information is found, a mitigation plan may be necessary.

Preliminary Documentation: The Preliminary documentation shall include the following documents that shall be prepared in accordance with Wasatch County standards, and shall be submitted in accordance with the requirements of this Title, or any amendment thereto, with the required application fees. A sample of many of such documents may be obtained through the Planning Office, if requested. These documents shall be a draft copy of each document, which shall be reviewed and the final copies will be submitted with the Final documentation when application is made for Final Approval.

- ☐ Draft copy of Articles of Incorporation and Bylaws of the Property Owners Association;
- ☐ Draft copy of Declaration of covenants, conditions, restrictions and management policies;
- ☐ Letters from affected entities stating concerns and requirements including the following:
 - Special Service District and/or other appropriate agency, indicating the availability of water, water service, sewer service, electric service, natural gas, and other municipal type services;
- ☐ A draft copy of an open space and common area maintenance agreement; and
- ☐ A draft copy of a plan for assuring that any services agreed to be provided by the development will continue to be provided by the development on an ongoing basis without becoming a burden to the County.
- ☐ Draft copy of the proposed Development Agreement

Fees:

- ☐ If applicable, the applicant will need to provide an out-of-pocket account. The amount will be determined by the Planning Department and approved by the County Manager. Invoices that result from noticing, study's, Architectural, landscaping and site plan reviews, or engineering reviews would be paid out of this interest bearing account. The applicant would then receive a copy of the invoice along with an accounting of balance due so the account could be reimbursed back to the required amount. At the end of the project, when all invoices have been paid and requirements met, any remaining funds would be refunded.

Please Read And Sign Before Application Submittal

I declare under penalty of perjury that I am the owner or authorized agent of the property subject to this request and the foregoing statements, answers and attached documents are true and correct. I also certify that I have fully completed the application and provided all of the above listed items other than those specifically deemed not necessary by the Planning Department. As the applicant for this proposal, I understand that applications will be reviewed for completeness by planning department staff. If complete, the application will be vested under laws and ordinances in place at the time the application was submitted. Incomplete applications will be returned to the applicant. I further understand I will be notified when my application has been deemed complete. At that time, I expect that my application will be processed within a reasonable time, considering the work load of the Planning Department.

Signature of
Owner/ Agent: _____ Date: _____

IMPORTANT:

Your application cannot be processed until determined complete by the Planning Staff. An application shall be considered complete when all applicable fees (such as: Special Service District, fire, out-of-pocket expenses, etc.) are paid and all items listed on the application and included checklist are provided or considered not applicable by the Planning Office. All application fees are non-refundable.